

Policy Name	Nutrition Policy
Policy Number	00001
Department	Operations/Procurement/Impact Programs
Policy Owner	Nutrition Policy Committee
Approved By	Nutrition Policy Committee, DTC Leadership, signed and authorized by President & CEO with signature
Date Approved	July 12, 2024
Implementation/Authorization Date	April 14, 2025
Last Revision Date	July 11, 2025

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Mission Statement

Dare to Care Food Bank’s mission is working together to provide pathways to end hunger in our community.

Purpose

The purpose of this policy is to establish the framework and standard for which Dare to Care Food Bank (DTC) procures and distributes food to our community, and to our Agency Partners, based on our values regarding food commodities and nutrition across all programs and services. Procurement is receipt of food donations and the purchase of food commodities by DTC.

DTC strives to provide the community with nutritious foods by procuring fruits, vegetables, grains, protein, and dairy products. DTC will continually monitor and make improvements to policies, procedures, and programs to better meet the nutritional needs of our Neighbors.

DTC strives to provide safe nutritious foods to our Neighbors based on the following values: accessibility, variety, equity, cultural relevance, and nutritional values of various food items; DTC provides food in a range of settings and through various access points across our 13-county service region.

DTC recognizes limitations in the provision of food to the community based on budget constraints, donation types, Agency Partners and operational capacity, service locations vary in the types of food that they can stock like shelf stable, fresh and/or frozen foods, seasonality of food, market conditions like inflation, among other factors and constraints.

Responsibilities

This policy will be implemented at the operations, procurement, and program levels. Implementation of this policy will require ongoing and broad collaboration within the stated departments of procurement, operations, and programs.

Description

Nutrition

DTC recognizes that food influences overall health. Health is the condition of being sound in body, mind, or spirit, especially free from physical disease or pain. Nutritious food ingestion leads to better health. DTC food procurement strategy is to promote nutritional balance and honor our Neighbors' preferences through socially and culturally acceptable food.

Food Procurement: Purchasing

- DTC purchases food in the categories of fruits, vegetables, grains, dairy, and protein. *See section titled Food Procurement: Donations.*
- Focus on fresh produce through a dedicated budget.
- Focus on lower sodium canned vegetables for certain programs.
- Focus on lower sugar canned fruits for certain programs.
- Focus on whole grains: whole wheat bread, oats, pasta for certain programs.

Prohibited Food Items: Purchasing

- NO sodas, energy drinks, teas, sports drinks, flavored waters, shakes, smoothies
- NO candy
- NO pet food
- NO OTC medications
- NO vitamins

Food Procurement: Donations

DTC has developed strong partnerships with manufacturers, retailers, restaurants, food growers, and producers to bring healthy food options to our service region. While we welcome donations, through community food drives and retail donations, we communicate with donors the need for nutritious food and beverages for our Neighbors and the prohibited food items. We will make strong efforts to promote, educate, and communicate the focus for more nutritious food items. We understand that our retail and corporate donation partners have guidelines for donating what they are not able to sell.

Prohibited Food Items: Donations

DTC does not accept following donated products:

- NO Alcohol
- NO Medicines
- NO Vitamins

Food received on this list is thrown away by DTC.

Donations Accepted

DTC receives donations from many partners, some of which donations are categorized as “Assorted Groceries” and “Assorted Beverages,” and entered and categorized in Primarius as such. The primary limitation in the donations that DTC receives is the bulk quantities and the miscellaneous nature of food items would require manual sorting, entering, and categorizing in Primarius. DTC does not have the current capacity to sort and log all bulk “assorted” donations. If received, items are entered into Primarius as poundage. These items are added to the shopping list for Agency Partners and are ordered as “Assorted Groceries” and “Assorted Drinks” and distributions are categorized as such. Examples of what may be in the “Assorted” category:

- SODA
- CANDY
- ENERGY DRINKS
- MISCELLANEOUS

Nutrition Education Strategy

- DTC fundamentally **TRUSTS** Neighbors to make the best nutritional choices for themselves and their families.
- DTC **INFORMS** internal and external stakeholder groups on this Nutrition Policy and organizational efforts and initiatives around nutritional education & literacy.
- DTC **EDUCATES** Agency Partners on this DTC Nutrition Policy.
- DTC **PROVIDES** nutrition education and literacy programs to Neighbors, adjusting to cultural, social, and accessibility needs of our Neighbors.

See separate policy and procedures for nutrition education and programs.

Policy Implementation

This policy will be implemented by Procurement, Operations, and Impact Programs. The Nutrition Policy Committee will review the Nutrition Policy at least once per year and make revisions as needed.

The DTC executive leadership team will review and approve policy revisions. If there are no changes to the policy upon review, the committee will communicate that with the executive leadership team.

Monitor

The Nutrition Committee will monitor the Nutrition Policy twice per year, including the annual Nutrition Policy Review.

Related Policies

Operations/AIB Policies and Procedures:

<https://daretocare.box.com/s/sx9dxyhgt2c2ezg9o8nwl8738rhe0ych>

Related Procedures

Newly Established SWAP Nutrition Categorization Process as of July 1, 2025. See process steps here: <https://daretocare.box.com/s/6y5tqdl9v8e94dkb12euyn1qcmcgnc8t>

Review Schedule

Review Date	Reviewed By	Equity Review*	Outcome
6/26/25	Kimberly Gravely, Chad Lockyear, Sarah Fryman, Elizabeth Warlick	n/a	Committee Approved for Signature

Revisions

Revision #	Date Issued	Equity Review*	Reason for Revision

Draft Review

Review Date	Draft Reviewed By	Equity Review*	Outcome
5/21/24	Kimberly Gravley, Nutrition Director		Edits/Suggestions
5/23/24	Chad Lockyear, Director of Procurement		Suggestions
5/30/24	Kimberly Gravley, Nutrition Director Elizabeth Warlick, Project Manager		Edits/Suggestions
6/6/24	Chad Lockyear, Director of Procurement		Edits/Suggestions
6/6/24	Felicia Cox, Inventory Manager		Edits/Suggestions
6/6/24	Maddie Monahan, Partner Development Manager		Edits/Suggestions
6/7/24	Nutrition Policy Committee Review		Edits/Suggestions
6/21/24	Nutrition Policy Committee Review		Edits/Suggestions
6/25/24	Add Operations Policy Draft Reference Hyperlink		Edit
7/2/24	Update Mission Statement, Jackie Keating		Edit

7/8/24	Remove baby food and formula from prohibited purchase and donations lists, Chad Lockyear and Jackie Keating		Edit
7/12/24	Remove evaluate from 'Monitor & Evaluate'. Committee intent is to monitor twice per year (Kimberly, Felicia, Chad, Elizabeth)	Sub working group	Edit
6/26/25	<ul style="list-style-type: none"> - Remove Nutrition Education File Link - Remove FA Baby Food Guidelines; more about safety than nutrition. - Update AIB Policy Link 		Edit
7/11/2025	<ul style="list-style-type: none"> - Add hyperlink to SWAP Nutrition Categorization process to reference section 		Edit